

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Photographing of Injuries
NUMBER: RF-11-05 (Residential Services)
APPLICABLE TO: Residential Facilities
EFFECTIVE DATE: January 17, 2006

Approved: "/s/ signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** Department of Juvenile Services (DJS) Residential Facilities shall utilize a Polaroid camera to photograph any injuries which a youth sustains while in placement. Polaroid cameras shall be utilized to ensure a process for consistent documentation in the collection of health information when youth are involved in physical altercations and to prevent a photograph from being altered.
2. **AUTHORITY.**

Annotated Code of Maryland, Article 83- C §§ 2-117 and 2-118.
3. **PROCEDURES.**
 - (1) The facility nurse shall be informed of any incident involving injury to youth as soon as the incident has occurred.
 - (2) Youth sustaining injuries shall be brought to the health center for observation, interview and examination by the facility nurse.
 - (3) The facility nurse shall observe, interview and examine each youth who has been involved in an incident.
 - (4) If the youth's behavior is out of control, the nurse shall report to the location where the youth is being housed and complete a visual exam. The visual examination shall be documented.
 - (5) When the youth has become calm the facility nurse shall complete the exam and document the exam on the Nursing Report of Youth Injuries.
 - (6) The Nursing Report of Youth Injuries shall be completed by nursing employees whenever a youth is involved in any incident which results in injury. All injuries, or areas on a youth's body where the youth indicates there is an injury, shall be photographed.

- (7) Two pictures of the sustained injuries, or area on the youth's body where there is no apparent injury, shall be taken by the nursing employees or other designated health center employees, with the health center's Polaroid Camera. One picture shall remain in the Youth Health Record file and the second picture shall be available to the Office of Professional Responsibility and Accountability (OPRA).
- (8) The original copy of the Nursing Report of Youth Injuries document shall be filed as part of the progress notes in the Youth Health Record File.
- (9) A copy of the completed Nursing Report of Youth Injuries document shall be faxed to OPRA before the end of the nurse's shift.

4. **DIRECTIVES/POLICIES AFFECTED.**

- a. Directives/Policies Rescinded - **None.**
- b. Directives Referenced - **None.**

5. **LOCAL IMPLEMENTING PROCEDURES REQUIRED** **Yes**

6. **FAILURE TO COMPLY.**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – None.



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

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I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)